



United States Environmental Protection Agency
Region 2
290 Broadway, 26th Floor
New York, New York 10007

03/11/2019

Austin R Evers
American Oversight
1030 15th Street NW, Suite B255
Washington, DC 20005

Dear Austin R Evers,

EPA-R2-2019-002294 has been processed with the following final disposition: Partial Grant/Partial Denial.

This is in response to your Freedom of Information Act (FOIA) request submitted to the EPA Region 2 office on December 19, 2018. Your FOIA sought the following:

"All email communications and associated attachments sent or received by the Regional Administrator or Deputy Regional Administrator (including emails on which either was copied or blind copied) that reference the names "Kopec" and/or "Dagmara" between January 20, 2017, and December 18, 2017."

EPA is releasing responsive information with this notice, via FOIAonline. We have redacted Mr. Steven Kopec's home addresses pursuant to Exemption 6 of the FOIA, 5 U.S.C. § 552(b)(6), which requires EPA to withhold information about individuals in agency records if the disclosure of this information would constitute a clearly unwarranted invasion of personal privacy.

This letter concludes EPA Region 2 response to your request. You may appeal this response by email at hq.foia@epa.gov, or by mail to the EPA's National FOIA Office, U.S. EPA, 1200 Pennsylvania Avenue, N.W. (2310A), Washington, DC 20460 or through FOIAonline if you are an account holder. If you are submitting your appeal by hand delivery, courier service, or overnight delivery, you must address your correspondence to 1200 Pennsylvania Avenue, N.W., Room 5315, Washington, DC 20460. Your appeal must be in writing, and it must be received no later than 90 calendar days from the date of this letter. The Agency will not consider appeals *received* after the 90-calendar-day limit. Appeals received after 5:00 p.m. EST will be considered received the next business day. The appeal letter should include the FOIA tracking number listed above. For quickest possible handling, the subject line of your email, the appeal letter, and its envelope, if applicable, should be marked "Freedom of Information Act Appeal." Additionally, you may seek dispute resolution services from EPA's FOIA Public Liaison at hq.foia@epa.gov or (202) 566-1667, or from the Office of Government Information Services (OGIS). You may contact OGIS in any of the following ways: by mail, Office of Government Information Services, National Archives and Records Administration, Room 2510, 8610 Adelphi Road, College Park, MD 20740-6001; email, ogis@nara.gov; telephone, (202) 741-5770 or (877) 684-6448; or fax, (202) 741-5769.

If you have any questions or require additional assistance, please contact Wanda Calderon of my staff at 212-637-3668.

Respectfully,

/s/

Mary Mears
Public Affairs Director
U.S. EPA Region 2 (NJ, NY, PR, the US VI and eight Indian Nations)

From: Hickey, Maureen
Sent: Wed 12/13/2017 5:46:17 PM
Subject: Staff Announcement

Colleagues,

I am pleased to announce the appointments of our new Chief of Staff and Special Assistant. Chris Lyon will be joining the Region on December 18, 2017 as our Chief of Staff. Chris has worked throughout his career in a variety of consulting roles providing innovative strategies and solutions to problems and developing communication tools that resonate with target audiences. Chris most recently directed a consulting firm located in Albany, NY that specialized in strategy, communications, media relations and policy development. Chris is highly organized, energetic and will certainly be of great value to me and the entire Region in moving our environmental agenda forward. Chris holds a Bachelor of Arts Degree from Boston College and did graduate work at Columbia University.

Steve Kopec will also be joining the Region 2 workforce as a Special Assistant in my office. Steve will also begin on December 18, 2017. Steve comes to us from private industry where he fashioned his career around customer service and organizational efficiencies. Steve is an experienced manager with skills in team building, management and organization.

Both Chris and Steve will report directly to me. Please join me in welcoming both Chris and Steve to our Region 2 family.

Regards,

Pete Lopez
Regional Administrator

To: Lopez, Peter[lopez.peter@epa.gov]; McCabe, Catherine[McCabe.Catherine@epa.gov]
Cc: Pace, Donald[Pace.Donald@epa.gov]
From: Manna, Richard
Sent: Wed 12/13/2017 3:34:06 PM
Subject: Welcoming Region 2's Chief of Staff and Special Assistant

Pete/Catherine – Maureen should have delivered my message to you both that Mr. Lyon and Mr. Kopec are scheduled to join us on Monday, 12/18. Chris has cleared security and Howard Barnett in Executive Resources extended the official offer to him and he accepted that offer. Following is the revised message with the changes that you requested. Feel free to send this out to all R2 employees.

Rich

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Cc: Pace, Donald[Pace.Donald@epa.gov]
From: Manna, Richard
Sent: Mon 12/11/2017 7:03:38 PM
Subject: RE: Welcoming Region 2's Chief of Staff and Special Assistant

Ok changes made. I didn't want to include the name of his company without his permission so I left that out of the announcement. Thanks for the thoughts.

From: McCabe, Catherine
Sent: Monday, December 11, 2017 12:32 PM
To: Manna, Richard <Manna.Richard@epa.gov>; Lopez, Peter <lopez.peter@epa.gov>
Cc: Pace, Donald <Pace.Donald@epa.gov>
Subject: RE: Welcoming Region 2's Chief of Staff and Special Assistant

Thanks, Rich. I would suggest adding a little additional information about Chris Lyons' background, e.g. his current job and location, education.

From: Manna, Richard
Sent: Monday, December 11, 2017 9:10 AM
To: Lopez, Peter <lopez.peter@epa.gov>; McCabe, Catherine <McCabe.Catherine@epa.gov>
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Cc: Pace, Donald[Pace.Donald@epa.gov]
From: McCabe, Catherine
Sent: Mon 12/11/2017 5:31:58 PM
Subject: RE: Welcoming Region 2's Chief of Staff and Special Assistant

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Cc: Pace, Donald[Pace.Donald@epa.gov]
From: Manna, Richard
Sent: Mon 12/11/2017 2:09:57 PM
Subject: Welcoming Region 2's Chief of Staff and Special Assistant

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Regards,

Pete Lopez
Regional Administrator

To: Lopez, Peter[lopez.peter@epa.gov]; McCabe, Catherine[McCabe.Catherine@epa.gov]
From: Manna, Richard
Sent: Wed 12/6/2017 6:04:01 PM
Subject: FW: EPA Appointment Letter
[image2017-12-06-130347.pdf](#)

FYI – Mr. Kopec’s appointment letter.

From: Barnett, Howard
Sent: Wednesday, December 6, 2017 1:01 PM
To: stevekopec1@yahoo.com
Cc: Pastalove, Barbara <Pastalove.Barbara@epa.gov>; Manna, Richard <Manna.Richard@epa.gov>; Munoz, Charles <munoz.charles@epa.gov>; Willis, Sharnett <Willis.Sharnett@epa.gov>; Moore, Patricia <Moore.Patricia@epa.gov>; Pugh-Feaster, Aurelia <Pugh-Feaster.Aurelia@epa.gov>; Hackley, Jessica <Hackley.Jessica@epa.gov>; Ferebee, Karmel <ferebee.karmel@epa.gov>; Tellis, Vickie <Tellis.Vickie@epa.gov>
Subject: EPA Appointment Letter

Slawomir,
Per our telephone discussion, attached is your appointment letter to the Schedule C position titled Special Assistant to the Regional Administrator. This position is located in EPA’s Region 2 office, in New York, NY. Your salary will be \$66,215 per year. Your appointment will be made effective of December 17, 2017 (which is the middle of the next pay period). We will be expecting you to arrive at EPA Region 2 office located at 290 Broadway; New York, NY at **9:00 am EST on Monday, December 18th** in order to begin your employee orientation process (please see information in the letter). If you haven't already, please expect to be contacted by Justina Fugh, the Agency's Senior Ethics Official in the Office of General Counsel, and she will work with you regarding the SF278 Financial Disclosure form. If you have any other questions, please contact Patricia Moore at (202) 564-0570. Ms. Moore is a human resources specialist on my team and will be assigned to your paperwork going forward. If you are unable to Patricia, you can contact me at the number listed below or our supervisor, Vickie Tellis on (202) 564-2653. Again, congratulations!

HOWARD BARNETT
TEAM LEADER, OPERATIONS STAFF
OARM/OHR/ERD
4353K WJC NORTH
1200 PENNSYLVANIA AVE., NW, MC 3606A
WASHINGTON, DC 20460
(202) 564-0394



UNITED STATES ENVIRONMENTAL PROTECTION AGENCY
WASHINGTON, D.C. 20460

OFFICE OF
ADMINISTRATION
AND RESOURCES
MANAGEMENT

DEC 6 2017

[REDACTED]
[REDACTED]
[REDACTED]

Dear Mr. Kopec:

Congratulations! You have been selected for an appointment with the U.S. Environmental Protection Agency! This is to officially inform you of your position of Special Assistant to the Regional Administrator, located in the Office of the Regional Administrator, Immediate Office; Region 2; New York, NY.

The position to which you are being appointed is under Schedule C of 5 CFR, part 6 and part 213. Schedule C positions are excepted from the competitive service based on either their confidential or policy-determining nature.

Your acceptance of this position means that: (1) your position is not in the competitive service; (2) you will serve at the pleasure of the Administrator; and (3) termination of your appointment may occur at anytime upon notice thereof. During a change in Administration, each position is generally reviewed on a case-by-case basis to determine if they meet the needs of the new Administration's goals and objectives for the Agency.

Information About Your Position

- ▶ Your grade and step will be GS-0301-9, step 6
- ▶ Your annual salary will be \$66,215
- ▶ Your immediate supervisor will be Peter Lopez, Regional Administrator for Region 2; your second level supervisor will be Ryan Jackson, Chief of Staff to the Administrator;
- ▶ You will work a full-time schedule;
- ▶ You will be required to complete the SF-278 Financial Disclosure form. You will be contacted by Justina Fugh, Senior Ethics Official, Office of General Counsel, and she will provide the information necessary to complete this form; and,
- ▶ You will be subject to a pre-employment drug test. If your test results are not favorable, your appointment will be terminated.

Reporting for Work on the First Day

The effective date of your appointment is December 17, 2017. We ask that you plan to arrive at the U.S. EPA Region 2 Ted Weiss Federal Building located at 290 Broadway, New York, NY at 9:00 am on Monday, December 18, 2017. The Human Resources team in Region 2 is prepared for your arrival and

after you have been issued the oath of office, they will conduct your new employee orientation session. Just before you arrive at the building, please call Steve Sarnecky on (212) 637-3563 or Roger Pelletier on (212) 637-3389 and one of them will meet you at the main entrance.

What to Bring on Your First Day Monday, December 18, 2017

► You should go to the links below to access the forms. Please complete and bring the forms with you on Monday, December 18th.

- a. Optional Form 306, Declaration for Federal Employment - https://www.opm.gov/forms/pdf_fill/of0306.pdf
- b. Standard Form 144, Statement of Prior Federal Service - https://www.opm.gov/forms/pdf_fill/SF144.pdf
- c. Standard Form 256, Self-Identification of Disability - https://www.opm.gov/forms/pdf_fill/sf256.pdf
- d. Standard Form 181, Ethnicity and Race Identification - https://www.opm.gov/forms/pdf_fill/sf181.pdf
- e. Form 2231, FastStart Direct Deposit (need a voided check) - <https://www.fiscal.treasury.gov/fsservices/gov/pmt/efl/2231.pdf>
- f. Tax form (federal) - <https://www.irs.gov/pub/irs-pdf/fw4.pdf>

- Document(s) to establish your identity and employment eligibility (e.g., a current passport, certificate of U.S. citizenship, and/or a current copy of your driver's license)
- Social Security card issued by the Social Security Administration.
- Voided check (if you will be moving your direct deposit to another financial institution)

If you are unable to produce the required document(s) you must produce a receipt showing that you have applied for the document(s). You will have three days to bring the original document(s) to your local Human Resources Office.

Benefits

As a non-temporary appointee, you are entitled to the same Federal Benefits package provided to General Schedule employees including:

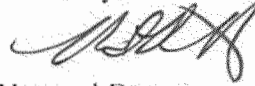
- 10 paid Federal Holidays per year
- 13 days of sick leave each year based on the hours earned each pay period
- 13 to 26 days of vacation, depending on your years of employment based on the hours earned each pay period
- National recognized health insurance model that offers choice and flexibility along with substantial employer contributions to premiums. Employee share of premiums can be paid with pre-tax dollars: <http://opm.gov/insure/health/index.asp>
- Group Term Life Insurance Program

- ▶ Long-term Care Insurance
- ▶ Federal Employees Retirement System (FERS-FRAE) based on years of service
- ▶ Thrift Savings Plan (TSP), a self-directed retirement savings program through multiple investment options similar to a 401(K) plan

After your orientation, please schedule an appointment with Karmel Ferebee, Executive Resources Division Benefits Specialist, on 202-564-4059 to discuss your employee benefits. It is very important that you make contact with Ms. Ferebee within your first week of employment to establish your benefits.

We are pleased that you have chosen the U.S. Environmental Protection Agency as your place of employment and look forward to welcoming you to the Agency. We hope that you will find your new assignment both challenging and rewarding. Your signature on the following page signifies your acceptance of this offer and the terms of the appointment as described above. If you have questions or concerns, please feel free to call me on (202) 564-0394.

Sincerely,



Howard Barnett
Executive Resources Division
Office of Human Resources

I, Slawomir Kopec, hereby accept a Schedule C position of Special Assistant to the Regional Administrator, located in the Office of the Regional Administrator, Immediate Office, Region 2; New York, NY under the conditions set forth as stated in this letter.

Signature: _____ Date: _____

Please return this page only to your orientation representative on December 18, 2017. Thank you.

To: Lopez, Peter[lopez.peter@epa.gov]; McCabe, Catherine[McCabe.Catherine@epa.gov]
Cc: Pace, Donald[Pace.Donald@epa.gov]
From: Manna, Richard
Sent: Tue 12/5/2017 3:36:40 PM
Subject: RA Special Assistant - closehold

I received confirmation this morning that Mr. Kopec has been cleared to report for duty with an entrance on duty date of 12/18. He will report at 9am and will be escorted to our Human Resources Branch where he will complete various employment paperwork and be sworn in. This process normally takes an hour so we should be able to escort him to your offices by 10am. I'm still trying to find out when we can share this news with our staff for both Mr. Kopec and Mr. Lyon. I will provide an update once I hear back from HQ.

Rich

To: grassrootspete@gmail.com[grassrootspete@gmail.com]
From: Lopez, Peter
Sent: Thur 12/14/2017 12:43:27 AM
Subject: Fwd: Staff Announcement

Sent from my iPhone

Begin forwarded message:

From: "Lopez, Peter" <lopez.peter@epa.gov>
Date: December 13, 2017 at 12:46:17 PM EST
Subject: Staff Announcement
Reply-To: "Hickey, Maureen" <Hickey.Maureen@epa.gov>

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Regards,

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Regional Administrator

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From: Lopez, Peter
Sent: Wed 12/13/2017 5:39:18 PM
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Pete Lopez
Regional Administrator

Sent from my iPhone

To: Hickey, Maureen[Hickey.Maureen@epa.gov]
From: Lopez, Peter
Sent: Wed 12/13/2017 5:35:02 PM
Subject: Fwd: Welcoming Region 2's Chief of Staff and Special Assistant

Sent from my iPhone

Begin forwarded message:

From: "Manna, Richard" <Manna.Richard@epa.gov>
Date: December 11, 2017 at 9:09:57 AM EST
To: "Lopez, Peter" <lopez.peter@epa.gov>, "McCabe, Catherine" <McCabe.Catherine@epa.gov>
Cc: "Pace, Donald" <Pace.Donald@epa.gov>
Subject: Welcoming Region 2's Chief of Staff and Special Assistant

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From: Lopez, Peter
Sent: Wed 12/13/2017 5:34:15 PM
Subject: Re: Welcoming Region 2's Chief of Staff and Special Assistant

Hi Rich.
This is perfect.

I will ask Maureen to broadcast.

Thank you!

Sincerely,
Pete

Sent from my iPhone

On Dec 13, 2017, at 10:34 AM, Manna, Richard <Manna.Richard@epa.gov> wrote:

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Cc: McCabe, Catherine[McCabe.Catherine@epa.gov]; Pace, Donald[Pace.Donald@epa.gov]; Mears, Mary[Mears.Mary@epa.gov]
From: Lopez, Peter
Sent: Tue 12/12/2017 12:05:37 AM
Subject: Re: Welcoming Region 2's Chief of Staff and Special Assistant

Hi Rich,
Thank you for the excellent draft.

Steve's summary is great.

The summary for Chris is also great. Request you remove the language "including several high profile political campaigns".

We should be good to go once we confirm Chris' is cleared for the 18th.

Thanks again for all your help!

Sincerely,
Pete

Sent from my iPhone

On Dec 11, 2017, at 2:03 PM, Manna, Richard <Manna.Richard@epa.gov> wrote:

Ok changes made. I didn't want to include the name of his company without his permission so I left that out of the announcement. Thanks for the thoughts.

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To: Manna, Richard <Manna.Richard@epa.gov>; Lopez, Peter <lopez.peter@epa.gov>
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To: Manna, Richard[Manna.Richard@epa.gov]
Cc: McCabe, Catherine[McCabe.Catherine@epa.gov]
From: Lopez, Peter
Sent: Sat 12/9/2017 10:08:32 PM
Subject: Re: EPA Appointment Letter

Hi Rich,
Thank you for the outreach.

I will meet him at the door upon his arrival. The same for Chris Lyon, subject to his processing.

Hope your recovery is proceeding well.

Best wishes.
Pete

Sent from my iPhone

On Dec 6, 2017, at 1:04 PM, Manna, Richard <Manna.Richard@epa.gov> wrote:

FYI – Mr. Kopec’s appointment letter.

From: Barnett, Howard
Sent: Wednesday, December 6, 2017 1:01 PM
To: stevekopec1@yahoo.com
Cc: Pastalove, Barbara <Pastalove.Barbara@epa.gov>; Manna, Richard <Manna.Richard@epa.gov>; Munoz, Charles <munoz.charles@epa.gov>; Willis, Sharnett <Willis.Sharnett@epa.gov>; Moore, Patricia <Moore.Patricia@epa.gov>; Pugh-Feaster, Aurelia <Pugh-Feaster.Aurelia@epa.gov>; Hackley, Jessica <Hackley.Jessica@epa.gov>; Ferebee, Karmel <ferebee.karmel@epa.gov>; Tellis, Vickie <Tellis.Vickie@epa.gov>
Subject: EPA Appointment Letter

Slawomir,
Per our telephone discussion, attached is your appointment letter to the Schedule C position titled Special Assistant to the Regional Administrator. This position is located in EPA's Region 2 office, in New York, NY. Your salary will be \$66,215 per year. Your appointment will be made effective of December 17, 2017 (which is the middle of the next pay period). We will be expecting you to arrive at EPA Region 2 office located at 290 Broadway; New York, NY at **9:00 am EST on Monday, December 18th** in order to begin your employee orientation process (please see information in the letter). If you haven't already, please expect to be contacted by Justina Fugh, the Agency's Senior Ethics Official in the Office of General Counsel, and she will work with you regarding the SF278 Financial Disclosure form. If you have any other questions, please contact Patricia Moore at (202) 564-0570. Ms. Moore is a human resources specialist on my team and will be assigned to your paperwork going forward. If you are unable to Patricia, you can contact me at the number listed below or our supervisor, Vickie Tellis on (202) 564-2653. Again, congratulations!

**HOWARD BARNETT
TEAM LEADER, OPERATIONS STAFF
OARM/OHR/ERD
4353K WJC NORTH
1200 PENNSYLVANIA AVE., NW, MC 3606A
WASHINGTON, DC 20460
(202) 564-0394**

<image2017-12-06-130347.pdf>

To: Munoz, Charles[munoz.charles@epa.gov]
From: Lopez, Peter
Sent: Fri 12/8/2017 6:49:46 PM
Subject: Re: Steve Kopec

Hi my friend.
You are the best!

Thank you so much.

Sincerely,
Pete

Sent from my iPhone

On Dec 8, 2017, at 1:47 PM, Munoz, Charles <munoz.charles@epa.gov> wrote:

Resume attached
Charles Munoz
White House Liaison
Environmental Protection Agency
202-380-7967

<slawomir.docx>